North Sudan Disarmament, Demobilization and Reintegration Programme (NSDDRP)

Call for Proposals (CFP/DDR/007/10)
Implementation of Cultural Outreach Project – DDR Road show
Eastern Sudan

BACKGROUND AND OBJECTIVES

A. Background

The 2006 Eastern Sudan Peace Agreement (ESPA) ended a decade-long conflict between the Government of Sudan and the Eastern Front. To contribute to the return of peace in the eastern region of the country, the NSDDRC and UNDP in partnership with IOM launched the Support to Human Security in Eastern Sudan project in late 2007. This DDR programme succeeded in collecting some 750 small arms, and demobilizing 1,700 ex-combatants from the Eastern Front. The process included registration, medical screening, HIV/AIDS awareness, and the provision of reinsertion packages.

As of the end of 2008, the NSDDRC, UNDP and implementing partners trained 1,251 ex-combatant on veterinary, and basic business management skills and provided a number of goats, sheep and commodities to help those who are ready to start up small businesses. The remaining caseload of Phase I commenced their reintegration support in early 2009 during Phase II of the project, in which demobilization for another caseload of 2,254 commenced on 1 April 2009, for SAF and PDF ex-combatants (XCs). Reintegration work for this caseload is still going for the remaining 345 XCs in livestock reintegration and 371 in self-employment.

B. Objectives

The objective of the NSDDRP is to contribute to government’s efforts in restoring peace and security in the country through the social and economic reintegration of ex-combatants. Individual economic reintegration activities which have hitherto been the focus of programme activities are designed to enhance the economic wellbeing of ex-combatants, so that they do not resort to violence as a source of livelihood. This social reintegration component is aimed at enhancing social cohesion, community security and reconciliation in the war affected communities hosting ex-combatants. It will further help create the enabling environment for community recovery, rehabilitation and long term development work to take place with the active involvement and participation of ex-combatants. Meanwhile, social reintegration activities are divided into ‘hard’ and ‘soft’ components. The ‘hard’ component refers to support to physical infrastructure, while the ‘soft’ component mainly refers to trainings, capacity building support, civic education, awareness raising and sensitization, peace building initiatives etc.

This call for proposals is aimed at identifying NGOs who will facilitate the implementation of the soft component, particularly the cultural outreach activities throughout the three Eastern Sudan States (Red Sea, Gedaref and Kassala). The cultural outreach component aims to deepen understanding of the DDR programme and achievements of the ESPA across the region, promote peaceful co-existence between receiving communities and ex-combatants, and enhance community security in the region.
A. Scope of Work

UNDP is seeking the services of one or two SERVICE PROVIDERS to work closely with the NSDDRC and the UNDP DDR in the implementation of the under mentioned activities across Eastern Sudan, more specifically in those communities hosting a higher number of demobilized XCs.

Proposals are being sought from service providers capable of producing in Eastern Sudan:

A commissioned 90 minutes / 2 hour road show per village including:

1. A 30 - 40 minute play (this can be street theatre) in Arabic and local language i.e which is spoken by main Beja tribes in Red Sea State), addressing issues related to ESPA, DDR and Community Security and Arms Control (CSAC), including: reintegration of XCs, roles of communities in facilitating social reintegration of XCs, special needs groups (Women & Children Associated with Armed Forces) as well as Sexual and gender-based violence (SGBV), HIV/AIDS, reintegration challenges, conflict resolution, peace and development etc. Successful bidders will be provided with a complete briefing pack to enable them to develop the drama script (to be approved by the NSDDRC and UNDP/DDR team).

2. A 15 – 20 minute musical performance (dancing/singing) addressing similar topics as mentioned above.

3. 30 minutes should be allocated to allow community leaders to speak to their communities on conflict resolution mechanisms, peaceful coexistence, impact of ESAP, peace and development issues, etc. It is expected that the contractor will identify these community leaders in each village, and build this into the daily event in the respective villages.

4. 20-30 minutes should be allocated at the end of the road show to allow for the audience to express their views on issues related to peace building, DDR, CSAC, etc. The service provider(s) should compile these views as part of the final report, as issues raised by the audience in the respective villages where the road show will be conducted.

The roads show should cover a minimum of four localities in each state in Eastern Sudan, and be conducted in a minimum of three villages in each locality (i.e. 12 villages per state) over a period of two and a half months. It is expected that the service provider(s) will spend approximately one week per locality and will cover a minimum of three villages per locality before moving to the next locality. The entire project will cover a period of two and half months from 1st December 2010 to 15th February 2011. There should be no expectation for extension as all the activities and expenses must be concluded by 15th February 2011. Overall timeline for the project is as follows:

a. Two weeks preparation, including creation of the script (in collaboration with NSDDRC and UNDP DDR) and mobilizing the necessary teams for drama and music/dance presentations. 1st of December 2010 – 15 of Dec. 2010.

b. Four to six (4-6) weeks of implementation in all three States. 15th of December to end of January 2011.

c. Two week – closing down, documentation and final reporting. 1st of Feb – 15th of February.

The service provider is expected to operate from within each state and plan staffing and transport costs as per the performance duration and coverage details in item 1-4 above.
SERVICE PROVIDERS ARE REQUESTED TO CLEARLY INDICATE IN THEIR PROPOSALS THE GEOGRAPICAL AREA THAT THEY PROPOSE TO COVER. In other words, Service providers are expected to choose from one of the following options:

A) **Proposal for work in all three States (Red Sea, Kassala & Gedaref).**

The SERVICE PROVIDER must show capacity to organize teams and transportation in order to implement the road show simultaneously in all the three States (four localities per state, minimum of three villages per locality). In this scenario, the service provider will be expected to organize separate state level teams, theatre and music/dance groups that will work simultaneously in all three states. Maximum budget for this option is USD 49,000 which will be paid in SDG (Service provider to present an SDG budget at 2.5 SDG per dollar);

B) **Proposal for work in Red Sea State only.**

Because of the unique need to have presentations in Hadadawa language, Service providers have the option of submitting proposals for the implementation of the road show in Red Sea State only (four localities, minimum three villages per locality). Maximum budget for this option is USD 16,000 (Service provider to present an SDG budget at 2.5 SDG per dollar).

C) **Proposal for work in Gedaref and Kassala.**

The Service provider must show capacity to organize teams and transportation in order to implement the road show simultaneously in both States (four localities per state, minimum of three villages per locality). In this scenario, the service provider will be expected to organize separate state level teams, theatre and music/dance groups that will work simultaneously in Kassala and Gedaref States. Maximum budget for this option is USD 32,000 (Service providers to present an SDG budget at 2.5 SDG per dollar).

Service providers will be expected to submit a short proposal (not more than five (5) pages) and a budget taking the following issues into consideration:

**Narrative proposal**

- Experience in undertaking similar activity.
- Capacity of the service provider including staffing, materials/equipments, transportation available for this work.
- Identification of potential Artists’ (theatre and music/dance groups) in the respective states. Attach contractual arrangements/commitments with the said groups, and their availability for the work

**Budget - in addition to administrative expenses, include the following.**

- Cost of preparing a script for the road show.
- Hire of Artists’ service (theatre and Music groups).
- Rehearsal related costs.
- Props and costumes.
- Stage and lighting.
• Hire of public address/sound system
• Hire of tents and raised platform (provision should not be made for seats)
• Refreshments
• Transportation

Implementation

1. The selected service provider will be given a detailed brief that contains necessary information, messages, data, slogans, banners and pictures which will facilitate the development of key concepts into a final product.
2. The conceptualization process of the presentation and performance at the village level will be a highly consultative process. The service provider will hold meetings jointly with NSDDRC and UNDP/DDR team prior to starting the implementation to ensure agreement on implementation plan, and as deemed necessary thereafter.
3. The joint NSDDRC and UNDP/DDR team will approve the final presentation/performance (play) script prior to staging and programming.
4. The roll out schedule of presentations/performances in communities shall be done in close cooperation and coordination with NSDDRC and UNDP/DDR team especially because NSDDRC staff might find it necessary to participate in the presentation of speeches at the village public meetings.

Suggested Deliverables

1. A script of the presentation/performance (play).
2. A daily plan of action/time table of flow of events to be conducted at the village.
3. Final project report (including pictures of every road show performance and key issues raised by the audience in the respective villages).
4. Video footage of road show performances (at least one per state).
5. Video footage capturing the views of the audience (at least 1-2 individuals per state).

Evaluation Criteria

1. Competence in staging plays in local languages
2. Extent of contact/linkages with indigenous CBOs in Eastern Sudan.
3. Ability to synthesize briefs/messages into a performance / play (example from past work required in English)
4. Staffing strength and size of theatre/artistic group (Script/Writer/Comedians/Stage Technicians). Or proven ability to have made arrangements with theatre and music groups.
5. Variety of media platforms for which performances have been produced in the past (live theatre/street theatre/radio/TV)
6. Inventory of Scenic Equipment & Stage Props owned by the service provider. Or inventory of equipments owned by the theatre and music groups with whom contractual arrangements have been agreed upon.
7. Length of experience in reaching out to Sudanese communities.
8. Delivery period of play treatment and script after receipt of initial detailed brief.
9. Value for money in the entire implementation process.

Also required as an attachment to the narrative proposal is a sample script of a short play already performed.
B. Minimum Requirements of Institution

1. The SERVICE PROVIDER must have experience conducting similar cultural outreach projects in rural communities preferably in Eastern Sudan;

2. The SERVICE PROVIDER must be able to cover rural areas in Eastern Sudan.

3. The SERVICE PROVIDER should have reputation of institutional capacity and experience in dealing with the project implementation, accounting and reporting.

4. Capacity to mobilize resources from own or other sources in order to start implementation within a short time;

5. Previous experience working with UNDP Programmes and also in Eastern Sudan could be an added advantage.

C. Duration and Timing

It is expected that the implementation will start on December 1st 2010 and be completed by February 15th 2011. The first two weeks should be dedicated to planning, start–up, recruitment and preparation of the road show presentations/performances/plays, followed by four to six weeks of simultaneous outreach work in three States and two weeks of final report writing.

Service providers are expected to clearly indicate in the proposals how they will implement the full project within the given timeframe.
PROJECT PROGRESS MONITORING

The respective commissioners of the NSDDRC State offices and the Project Coordinator of UNDP DDR in Eastern Sudan will undertake the responsibility of UNDP monitoring.

Monthly Progress reports by the SERVICE PROVIDER are essential for NSDDRC and UNDP DDR Unit to monitor progress in the implementation, provide technical advice when needed, and support the disbursement of funds.

A reporting format will be agreed upon immediately prior to the start of implementation. The SERVICE PROVIDER will report to an identified focal point within NSDDRC and UNDP. Monthly reports will be expected to be timely and thorough to avoid delays in remittances of funds to the SERVICE PROVIDER.

After the end of the contract, a joint NSDDRC and UNDP assessment mission will be conducted to the concerned areas. The main objective of this assessment mission will be to make a final evaluation of the performance of the SERVICE PROVIDER taking into account the specific contexts and conditions of different locations.

GUIDELINES FOR PROPOSAL DEVELOPMENT

A- Guideline for Proposal Development

- The Proposals prepared by the SERVICE PROVIDER and all correspondence and documents relating to the Proposal shall be written in English language.
- The SERVICE PROVIDER should propose the types of cultural outreach activities which it is capable of implementing within the stipulated time and conditions.
- The SERVICE PROVIDER must include in their proposal details of how the SERVICE PROVIDER will ensure quality control (i.e. ensure the quality of the performances and that the timeline is being met) in the proposal.
- The proposal must clearly indicate approaches and methodologies/strategies to be used to implement the cultural road show activities.
- The SERVICE PROVIDER must demonstrate experience conducting cultural outreach activities.
- The SERVICE PROVIDER should demonstrate how these projects will utilize partnerships with Ministries, other UN projects, and/or organizations active in Eastern Sudan.
- The SERVICE PROVIDER must detail in their proposal their ability to cover rural communities across Eastern Sudan.
- The SERVICE PROVIDER must detail in their proposal how they will carry out the project within the required timeframe.
- The proposal must be attached with detail budget (financial proposal) and work plan.
- The proposal should be prepared for two and a half month of implementation.
- Attach evidence that shows the SERVICE PROVIDER is non-governmental organization/civilian society organization/non for profit organization, legally registered with responsible institutions in Sudan (i.e. provide HAC registration)
- The attached Outline should be utilized to develop the proposal (see Annex 1)
B- Mechanism for the Submission of Proposal

- Proposal should be submitted by email or hand delivered to DDR Project team in the following address:
  
  Mr Ahmed Zakaria, North Coordinator  
  DDR Programme  
  UNDP Compound,  
  House 7, Block 5, Gama’a Avenue,  
  Khartoum University Street

- Deadline for submission of Proposal is 31st October 2010.
- The initial screening of the proposal will be done by UNDP DDR project team with the NSDDRC.
- After the initial screening, the qualified proposals will be reviewed by a grant committee for approval.
- The payment will be made in two instalments.
- As part of the monitoring mechanisms the SERVICE PROVIDER must submit a work plan, monthly technical and financial progress reports and a project completion reports.

C- Criteria for Screening of Proposal

- Selection will be made by UNDP DDR Grant Committee.
- The Committee will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the Proposals are generally in order.
- The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and technical quality of the proposal
- Organizational capacity and experience to implement community based outreach projects
- Realistic project approach
- Innovativeness, sustainability, replicable methodologies and approaches
- The price schedule will be scored on the basis of overall project support costs for the delivery of intended service with priority being given to service providers who use the highest part of the funding to service delivery and realisation of intended outputs.
Annex 1: Outline for Project Proposal, UNDP

I. Applicant Information

- Name of service provider
- Contact information of service provider: mailing address, telephone and fax numbers, email, websites.
- Mandate and key objectives of service provider
- Name/s and contact information of partner-organizations in the proposed project
- Brief description of experience and expertise of service provider in the implementation of similar projects.

II. Rationale. Provide a brief description of the background of the proposed project, the issues that are proposed to be addressed, and potential linkages with other institutions, programmes and recovery projects. (1-4 paragraphs)

III. Objectives. Describe in detail the main goal and specific objectives of the project. (1-3 paragraphs).

IV. Strategy. Provide an overview of the proposed activities, expected outputs and deliverables, timelines, and involvement of community in various activities. (maximum two pages).

V. Partnerships and Sustainability. This will describe the partnerships and linkages among the other programmes and institutions (if any), the UNDP/DDR and NSDDRC. (2-3 paragraphs)

VI. Risk Analysis. Identify and describe the main risks that may constrain the effective implementation of the project and the achievement of the desired outputs, and how such risks will be managed by project implementers (2 – 3 paragraphs)

VII. Results and Resources Framework (one-page matrix)

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<thead>
<tr>
<th>Project Title:</th>
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<tbody>
<tr>
<td>Desired outcomes/impacts:</td>
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<td>Outputs</td>
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VIII. Monitoring and Evaluation Arrangements (2-3 paragraphs). This will include how participatory mechanisms will be instituted in the project, the consultation and reporting procedures, and internal monitoring procedures to ensure effective and efficient project implementation.
IX. Detailed Budget Proposal

Date: ____________

Project Title: ___________________________________________________

Name of the RECIPIENT INSTITUTION: ___________________________________________________

Total Amount of budget in USD: ____________

PERIOD COVERING FROM__________ TO__________

<table>
<thead>
<tr>
<th>General Category of Expenditures</th>
<th>Tranche 1</th>
<th>Tranche 2</th>
<th>Total</th>
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<tr>
<td>Personnel</td>
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<td>Transportation</td>
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<td>Props</td>
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<td>Training/Rehearsal</td>
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<td>Workshops, etc.</td>
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<td>Contracts (Audit)</td>
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<td>Equipment/Furniture (Specify)</td>
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<td>Other [Specify]</td>
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<td>Miscellaneous</td>
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<td>* Please note that all budget Lines are for costs related only to project activities.</td>
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<td>** These budget categories are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.</td>
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<td>*** Tranche one (1) should not exceed an equivalent of 70% of the budget (the rest to be given after implementation) and the total should not exceed, 16,000 USD for proposal to work only in Red Sea, 32,000 USD for proposal to work in Gedaref and Kassala and 49,000 USD for proposal to work in the three States.</td>
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<td>**** BUDGET SHALL BE IN EXCEL AND SDG CURRENCY EQUIVALENT TO USD DOLLARS MENTIONED IN THE ABOVE AT 2.5 SDG PER DOLLAR.</td>
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